

# CAPPS Financials — User Group Meeting Minutes

Thursday, Oct. 28, 2021

9–11 a.m.

(Webinar Only)

## I. Welcome/Announcements (Tony Martin)

- User Group meeting materials are posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: [CAPPS.CGC.BA@cpa.texas.gov](mailto:CAPPS.CGC.BA@cpa.texas.gov)
- **CAPPS Training Updates**
  - The fall schedule of virtual instructor-led training courses is posted on the [CAPPS Training](#) page. The winter schedule (January and February) is currently being discussed.
  - The next scheduled course is the **705 General Ledger**, a virtual Instructor-led training class. The registration is now open and slots are available on the [CAPPS Training](#) page.
  - Currently, there are no in-person courses available — all courses are virtual.
  - Courses for specific processes are not yet available through the [CAPPS Training](#) page. However, process-based trainings and desk-aids are available upon request through an SR ticket submission.
  - Request and interest for new training courses are being taken into consideration for the winter training schedule. Please submit requests or interest of courses to be added to the schedule.

## II. Production Update: Financials Support Requests (SRs) (Tony Martin)

- **SR Summary and Trend Report**
  - Reviewed the *CAPPS Financials Summary and Trend Report 10-28-2021* document.
    - In September, there were 56 high priority status tickets and 303 active SRs.
    - As shown on the trend chart, there were 465 SRs opened and 492 closed in September. The decrease in tickets for September 2021 (compared to September 2020) is due to fewer configuration requests.
- **Governance Approved Enhancements and Required Maintenance**
  - The documents for the CAPPS Financials Governance Approved SRs and the Required Maintenance SRs were not reviewed during the meeting. Those documents are posted to the meeting page for reference.
  - In lieu of those documents, the new Statewide Testing process was reviewed in detail, including key dates for upcoming system changes that are moving into UAT in November and early December.

## III. Statewide Acceptance Testing

- Changes have been made to the Statewide Testing process:
  - Agencies are encouraged to test SRs in the User Acceptance Testing (UAT) environment; however, they are not required to do so.
  - Some SRs may affect non-requesting agencies and, in that case, users must select the checkbox for **Impacts All Agencies**. In doing so, an email notification regarding SR availability for UAT is sent to all ASP members.
  - The UAT phase has a 10-business-day duration: 5 days for Support team testing; 5 days for agency testing. This is done before the SR can be moved into production.
  - Agencies that need additional time for testing may request so by adding a note to the SR in the application Service Provider Solution Center (ASP SC).
- Release Schedule Fiscal 2022:
  - The schedule of SRs slated for the January release was reviewed. Important dates for agencies to note include: UAT testing dates for agency testing activities; targeted migration date of each the SRs; final production approval dates.
  - Any changes to testing or production dates will be communicated during future user group meetings or via standard communications channels for these types of changes.

**IV. Project Update: Financials Fiscal 2021 Agency Deployment Dashboard (Jay Ingram)**

- Reviewed the *CAPPS Financials Fiscal 2021 Agency Deployment Project Dashboard 10-28-2021* document.
- Implementation was on Sept. 01, 2021, and post-production support ends this week.
- The project is at 99% completion.

**V. Project Update: Financials Fiscal 2022 Agency Deployment Dashboard (Jay Ingram)**

- Reviewed the *CAPPS Financials Fiscal 2022 Agency Deployment Project Dashboard 10-28-2021* document.
- Soft go-live is set for Aug. 8, 2022.
- Implementation is set for Sept. 1, 2022, with nine agencies deploying.
- Key items:
  - The project is at 24% completion.
  - Phase 1 FDD reviews are complete.
  - Discovery Sessions continues.
  - IT Packet Review prep is underway.

**VI. Upcoming Financials User Group Meeting**

- Thursday, Nov. 18, 2021 — this is a combined User Group Meeting for both Financials and HR/Payroll and is also the last CAPPS User Group Meeting for the year.